

VACANCY NOTICE

2006-53

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Assistant Director, Central Information Management Services		CLASSIFICATION CODE:	02506600
	TITLE OF POSITION:		REFERENCE POSITION NO.:	2475-90000-988
	SALARY RANGE: 143, \$82538-94541		APPLICATION PERIOD:	09/20/06-09/26/06
	Department or Agency Name Administration			
	Division/Section/Unit Information Technology			
	Assignment(s) / Comments			
	Shift and Days: 1st (Monday-Friday)		Job Location: One Capitol Hill, Providence, RI 02908	
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes _____ No <u>x</u>	
	Name of Bargaining Unit Union:			
There is _____ is not <u>x</u> a Civil Service List for this position		See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	This position will establish standards and procedures for the procurement, modification and/or development of information technology systems design and implementation, establish project management standards and procedures to ensure effective implementation of information systems projects, provide consulting and technical assistance to agencies on information systems design and procurement; establish standards and specifications for software products; and direct and manage a statewide evaluation process for all information technology systems and projects establish central information technology policies governing these areas; and to to related work as required.			
Minimum Education & Experience	•			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree in Information Science, or a closely related field such as Business Management or Public Administration supplemented by completion of specialized information technology and research training courses; and Experience: Such as may have been gained through: considerable employment in a responsible senior managerial or technical position in a large agency responsible for a major information technology support operation; extensive experience in writing technical, procedures, and policy documents; extensive experience with a variety of information technologies including voice and data networks, mainframe and mini-computers and stand-alone hardware and software, with particular emphasis on the development of large networking systems. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Lisa Middleton Office of Personnel Administration One Capitol Hill Providence, RI 02908		Telephone #: (401) 222-2535 Fax #: (401) 222-6391 TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)	



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